

# PROCUREMENT SYSTEM TRAINING REFERENCE CHART

Take these courses If you . . . .	AGPS Navigation (ILT or Self Study)	AGPS Commodity/ State Contracts (ILT)	AGPS Requisitions (ILT)	AGPS Orders (ILT)	AGPS Change Orders (ILT)	AGPS Solicitations (ILT)	AGPS Invoices and Payments (ILT)	AGPS Electronic Approvals (Self Study)	AGPS Receipts Processing (Self Study)	eCAT Fundamentals (OLL)	eCAT Basic Purchasing (OLL)	LaPAC (Self Study)
Approve Orders, Requisitions, etc.	X								X		X	
Enter Purchase Orders	X	X		X	X							
Enter Requisitions for Purchases	X	X	X									
Receive Goods	X									X		X
Process Invoices or Payments for Goods	X						X	X				
Enter Bids	X	X	X	X	X	X						

**Notes:** See course directory for class duration and topics covered. Certain courses have prerequisites.

The particular course(s) requested should be based on the purchasing system related job duties performed.

All classes (with the exception of the solicitation class) are introductory classes.

No purchasing knowledge is necessary to learn to use AGPS. However, the more the student understands the purchasing rules and regulations used in Louisiana, the easier it will be to understand and use the system.

Purchasing regulations are not taught in the AGPS courses.